



## IC Memorandum 15-01

**To:** KEHP Insurance Coordinators (ICs)  
**From:** Department of Employee Insurance (DEI)  
**Re:** Access to 2014 and 2015 HRA and FSA funds  
**Date:** January 2, 2015

With the transition to WageWorks as the spending account vendor, the following information will be e-mailed to all members with a CDHP HRA, Waiver HRA and/or a Medical or Dependent Care FSA to explain the process for accessing 2014 and 2015 funds, where to send claims, and the WageWorks website for registration.

Old - 2014 Claims	New - 2015 Claims
<ol style="list-style-type: none"><li>1. As part of the changeover from Humana to WageWorks, a transition period will occur from January 1 to January 26, 2015. During this time, old claims for unused 2014 funds will not be processed by Humana, as they will be transferred over to WageWorks.</li><li>2. <u>After January 26, 2015</u>, your old, 2014 claims and substantiation documentation must be submitted to WageWorks – not Humana.</li><li>3. All 2014 claims must be substantiated with WageWorks by March 31, 2015.</li></ol>	<ol style="list-style-type: none"><li>1. If you enrolled in a 2015 plan, you can now submit 2015 claims and use your WageWorks Healthcare Card.</li><li>2. All 2015 claim and card activity occurring before January 26, 2015, will be applied to your new plan year balance.</li></ol>

### Where do I send my claims?

You have three choices with WageWorks!

- 1) **Snail Mail** – WageWorks, Claims Administrator, PO Box 14053, Lexington, KY 40512
- 2) **Fax** – 877-353-9236
- 3) **Smart Phone App** – Download the EZ Receipts mobile application to access and manage your account and upload claims on the go.



## WageWorks Website

To register, visit [WageWorks.com](http://WageWorks.com), click “Log in / Register” and select “Employee Registration”. You’ll need to answer a few simple questions and create a username and password. After logging in you can review your balance, access claim forms, check claim status, receive informational alerts and updates, and much more—24 hours a day, 7 days a week.

For more information, including a list of Frequently Asked Questions, go to [WageWorks.com/kehpa](http://WageWorks.com/kehpa) and select “Moving to WageWorks”. Or, contact customer service at 877-430-5519.

